

EDITED KSA LISTING

CLASS: BUSINESS SERVICE ASSISTANT (SPECIALIST)

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
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	Knowledge of:
K1	English grammar and punctuation.
K2	Principles and practices of public administration.
K3	Financial record keeping.
K4	Office and automotive equipment and supplies.

Bold text-indicates not on Classification Spec.

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	Ability to:
A1	Communicate effectively.
A2	Learn rapidly.
A3	Follow directions.
A4	Analyze data accurately.
A5	Reason logically.
A6	Maintain the confidence and cooperation of those contacted during the course of work.
A7	Utilize good work habits.

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